

Grade Reporting Timeline
School Year 2010-2011
Cycle 1: August 23 - October 22

Period Dates	Teacher Responsibilities	Principal Responsibilities	Data Clerk Responsibilities
August 23, 2010 Beginning of Cycle 1	Begins entering assignments, grades, and comments	Monitors gradebooks	
September 13, 2010 Monday 4:00PM	Finishes entering assignments, grades, and comments	Verifies all gradebooks for the entire campus	Prints and saves progress reports
September 14, 2010 2:00PM	Resumes entering assignments, grades, and comments	Unverifies all gradebooks	Finishes printing and saving progress reports
October 4, 2010 Monday 4:00PM	Finishes entering assignments, grades, and comments	Verifies all gradebooks for the entire campus	Prints and saves progress reports
October 5, 2010 2:00PM	Resumes entering assignments, grades, and comments	Unverifies all gradebooks	Finishes printing and saving progress reports
End of Cycle 1 – October 22, 2010			
October 25, 2010 Monday 4:00PM	Finishes entering assignments, grades, comments, and verifies gradebook		
October 26, 2010 12:00PM	Principal verifies the entire campus PEIMS & Data Services exports data for report cards (12:30pm)		
A few days after	PEIMS & Data Services sends report cards to campuses' AnyQue folder		Prints and distributes report cards
Attendance available at the beginning of the cycle Within a few days of the start of the cycle, PEIMS & Data Services unlocks gradebooks			

Grade Reporting Timeline
School Year 2010-2011
Cycle 2: October 26- January 13

Period Dates	Teacher Responsibilities	Principal Responsibilities	Data Clerk Responsibilities
October 26, 2010 Beginning of Cycle 2	Begins entering assignments, grades, and comments	Monitors gradebooks	
November 15, 2010 Monday 4:00PM	Finishes entering assignments, grades, and comments	Verifies all gradebooks for the entire campus	Prints and saves progress reports
November 16, 2010 2:00PM	Resumes entering assignments, grades, and comments	Unverifies all gradebooks	Finishes printing and saving progress reports
December 13, 2010 Monday 4:00PM	Finishes entering assignments, grades, and comments	Verifies all gradebooks for the entire campus	Prints and saves progress reports
December 14, 2010 2:00PM	Resumes entering assignments, grades, and comments	Unverifies all gradebooks	Finishes printing and saving progress reports
End of Cycle 2 – January 13, 2011			
January 14, 2011 Friday 4:00PM	Finishes entering assignments, grades, and comments, and verifies gradebook		
January 18, 2011 12:00PM	Principal verifies the entire campus PEIMS & Data Services exports data for report cards (12:30pm)		
A few days after	PEIMS & Data Services sends report cards to campuses' AnyQue folder		Prints and distributes report cards
Attendance available at the beginning of the cycle Within a few days of the start of the cycle, PEIMS &Data Services unlocks gradebooks			

Grade Reporting Timeline
School Year 2010-2011
Cycle 3: January 18 – March 25

Period Dates	Teacher Responsibilities	Principal Responsibilities	Data Clerk Responsibilities
January 18, 2011 Beginning of Cycle 3	Begins entering assignments, grades, and comments	Monitors gradebooks	
February 7, 2011 Monday 4:00PM	Finishes entering assignments, grades, and comments	Verifies all gradebooks for the entire campus	Prints and saves progress reports
February 8, 2011 2:00PM	Resumes entering assignments, grades, and comments	Unverifies all gradebooks	Finishes printing and saving progress reports
February 28, 2011 Monday 4:00PM	Finishes entering assignments, grades, and comments	Verifies all gradebooks for the entire campus	Prints and saves progress reports
March 1, 2011 2:00PM	Resumes entering assignments, grades, and comments	Unverifies all gradebooks	Finishes printing and saving progress reports
End of Cycle 3 – March 25, 2011			
March 28, 2011 Monday 4:00PM	Finishes entering assignments, grades, and comments, and verifies gradebook		
March 29, 2011 12:00PM	Principal verifies the entire campus PEIMS & Data Services exports data for report cards (12:30pm)		
A few days after	PEIMS & Data Services sends report cards to campuses' AnyQue folder		Prints and distributes report cards
Attendance available at the beginning of the cycle Within a few days of the start of the cycle, PEIMS & Data Services unlocks gradebooks			

Grade Reporting Timeline
School Year 2010-2011
Cycle 4: March 29 – June 7

Period Dates	Teacher Responsibilities	Principal Responsibilities	Data Clerk Responsibilities
March 29, 2011 Beginning of Cycle 4	Begins entering assignments, grades, and comments	Monitors gradebooks	
April 20, 2011 Wednesday 4:00PM	Finishes entering assignments, grades, and comments	Verifies all gradebooks for the entire campus	Prints and saves progress reports
April 21, 2011 2:00PM	Resumes entering assignments, grades, and comments	Unverifies all gradebooks	Finishes printing and saving progress reports
May 16, 2011 Monday 4:00PM	Finishes entering assignments, grades, and comments	Verifies all gradebooks for the entire campus	Prints and saves progress reports
May 17, 2011 2:00PM	Resumes entering assignments, grades, and comments	Unverifies all gradebooks	Finishes printing and saving progress reports
End of Cycle 4 – June 7, 2011			
June 8, 2011 Wednesday 4:00PM	Finishes entering assignments, grades, and comments, and verifies gradebook		
June 9, 2011 12:00PM	Principal verifies the entire campus PEIMS & Data Services exports data for report cards (12:30pm)		
A few days after	PEIMS & Data Services sends reports cards to campuses' AnyQue folder		Prints and distributes report cards